

THE TAU BETA PI ASSOCIATION

1998 CONVENTION

SCHEDULE

Manhattan, Kansas

Thursday, October 8

9:00 a.m. - 2:50 p.m.	Convention registration, <u>area tours</u> , and free time	(Holiday Inn)
9:00 a.m.	Headquarters display, throughout Convention	(Second Floor)
2:50 p.m.	Credentials deadline	
3:00 p.m.	First business meeting	(Regency Ballroom)
4:10 p.m.	Committee & Engineering Futures meetings (14 groups)	(Holiday Inn)
5:20 p.m.	District meetings (15 groups)	(Holiday Inn)
5:20 p.m.	Orientation for committee chairs	(Conf. V)
6:30 p.m.	Welcoming dinner -- District grouping	(Regency Ballroom)
8:00 p.m.	Committee & Engineering Futures meetings (14 groups)	(Holiday Inn)
9:30 p.m.	Advisor/Alumnus delegate meeting	(Conf. V)

Friday, October 9

7:30 a.m.	Breakfast (individual option)	
8:30 a.m.	District meetings	(Holiday Inn)
9:30 a.m.	Second business meeting	(Regency Ballroom)
11:30 a.m.	Group photo	(Holiday Inn)
12:00 noon	Luncheon (Secretary's Commendations, Interactive Chapter Exchange presentation) -- Comm. grouping	(Regency Ballroom)
1:30 p.m.	Committee & Engineering Futures meetings (14 groups)	(Holiday Inn)
3:30 p.m.	Refreshments	(Holiday Inn)
3:45 p.m.	Interactive Chapter Exchange (15 groups)	(Holiday Inn)
6:30 p.m.	Dinner (Project Awards) -- ICE grouping	(Regency Ballroom)
8:00 p.m.	Committee & Engineering Futures meetings (14 groups)	(Holiday Inn)
9:30 p.m.	Forum on issues with Executive Councillors (optional)	(Regency Ballroom)

Saturday, October 10

7:30 a.m.	Continental breakfast with Executive Councillors (optional)	(Regency Ballroom)
7:30 a.m.	Continental breakfast with District-conference hosts	(Conf. V)
8:30 a.m.	District meetings	(Holiday Inn)
9:30 a.m.	Third business meeting	(Regency Ballroom)
10:30 a.m.	Refreshment break	
10:45 a.m.	Third business meeting, continued	
12:15 p.m.	Luncheon	(K.S. Union)
1:30 p.m.	Model Initiation	(K.S.U., Forum Hall)
2:30 p.m.	Campus Tours & Free time	
3:00 p.m.	Chapter Advisor wrap up meeting	(Conf. V)
6:30 p.m.	Initiation and Awards Banquet, Final business meeting, and adjournment	(Regency Ballroom)
9:00 p.m.	Post-Convention relaxation (Optional)	

11/6/97
Rev. - 12/6/97

Jue - Jim & Roger come in Tues, meet with 3/1/98
Students Tues.

1/2

I Housing

1. Kamoda Inn - District 9?
2. Check-in time at Holidome Thurs. is 3:00 p.m.
3. Buy 21 "butcher" paper Charts & markers
4. Flags - U.S., State, HSA, TBP
5. A.V. Equipment
6. Stands for signs for rooms - Committees, etc.
- 7.

II Meals, Speakers, Head Table Seating

1. no breakfasts for Delegates
2. Ticket taken,
3. Break snacks - } Corporate
4. Thurs. lunch - } Sponsors
5. Thurs. MC - Heather/Brian
Fri. MC - Fowler
Sat. MC - (Installation of Exec. Council)
6. Invocation - ?
(Must be generic)
Ken Goudy
7. Have someone in charge of making sure people get seated correctly.

Sat.
Dean Robert
Dean Kathleen

III Transportation

1. What about Sat. lunch & model initiation
2. ~~KS~~ KS-G is responsible transportation to & from the Holidome and Aggieville.

3/1/98

2/2

V Registration

1. 4 people 5 p.m. -
2. Sale of tickets - Danna

3. Webster's Collegiate Dictionary

VI Hospitality

1. Child Care list
2. First Impression - Hospitality (Jenny & Troy)
3. Bent & Bulletin
93,000 Student Membership

VII Initiation

1. 3-4 KS-G actives to participate

VIII Duplication

1. Dean Rathbone & Holidome
2. Hardcopies & transparencies

IX Computers

1. Ray Flores, Brad Guenther

X Banner, Group Photograph

1. Location is still in question

**

XI Guest Program, Tours, Publicity

1. Someone at registration (Jenny, Edy, Carrie, Heather) for Fri & Sat

Spring tea - Carol
After dinner Thurs.

Wednesday EVENT	TIME	PLACE	PERSON IN CHARGE	NUMBER OF ATTENDEES	AV REQUIREMENTS	PEOPLE ASSIGNED	FOOD	SPECIAL NOTES
KCI Booth	12-9	KCI: Terminal A US Air	Jenny Wright (hospitality)	150	Cellphones	2 4.5 h shifts of 3 people	None	UMKC/KU people and Elizabeth
Registration	12-9	Holidome: front entrance	Laura Buller (registration)	150	None	12-2: 2 2-4: 2 4-6: 3 6-9: 4	Snacks and Diet Mountain Dew	Prospective initiates carry the load. Prepare packets the night when Vicky arrives.
Transportation	12-9	KCI to MHK	Eric Dalton (transport.)	150	Cellphones	Shuttles: 5pm, 7pm, 9pm (13 per shuttle)	None	Most people can fly into Manhattan. The Holidome van and Deans van will pick people up.
Transportation to Aggieville (SAME FOR ALL 4 NIGHTS)	9:30 - 3a	Holidome to/from Aggieville	Eric Dalton	200	Cellphones	3 people in Aggieville directing	None	Run buses every half hour

Thursday EVENT	TIME	PLACE	PERSON IN CHARGE	NUMBER OF ATTENDEES	AV REQUIREMENTS	PEOPLE ASSIGNED	FOOD	SPECIAL NOTES
KCI Booth	8-3	KCI: Terminal A US Air	Jenny Wright	240	Cellphones	3 2h shifts of 3 people	Drinks?	UMKC/KU people and Jenny
Transportation	8- 3:30	KCI - MHK	Eric Dalton	240	Cellphones	1 caddy on each bus	None	See the bus schedule on the next row
	Bus	Leaving KCI Arriving at MHK	Bus 1 8am & 1pm 10:30am & 3:30 pm	Bus 2 9 am 11:30 am	Bus 3 10 am 12:30 pm	Bus 4 11 am 1:30 pm	Bus 5 12 am 2:30 pm	
Registration	8 - 6	Holidome: front entrance	Laura Buller	150	None	8-10: 4 10-12: 5 12-2: 5 2-4: 5 4-6: 1	Snacks and Diet Mountain Dew	Prospective initiates prepare packets the night when Vicky arrives.
First Business Meeting	3 - 3:50	Holidome main ballroom	Roger Hawks	All	Lecturn @ head table, 3 floor mics, overhead proj'tor	Troy Brin as delegate, Steve Nicholls	None	Classroom for 250, chairs for 150, head table for 4
Meetings	4 - 6:15	TBA	Roger Hawks	All students	TBA	Steve Nicholls (physical facilities)	None	TBA
Welcoming Dinner	5-8	Holidome: main Ballroom	Laura Buller (meals)	All	Podium w/ mic	6 ticket takers	Meal	Brian Budke is the MC
Meetings	8:10- 10p	TBA	Roger Hawks	All students	TBA	Steve Nicholls	None	TBA
Convention HQ	8p- 10p	HQ/Comput room	Brian Budke	10 - 20	None	Brian & 1 other	None	Answer questions, provide assistance
Computer Room	8p- 12p	HQ/Comput room	Brad Guenther	10 - 20	Computers	Guenther & the other	None	
Refreshment Break	10:30	Holidome Lounge	Holidome	150	None	None	Yes	

Friday EVENT	TIME	PLACE	PERSON IN CHARGE	NUMBER OF ATTENDEES	AV REQUIREMENTS	PEOPLE ASSIGNED	FOOD	SPECIAL NOTES
Continental Breakfast	7:30 - 8:15	Holidome cafeteria	Laura Buller	150	None	None	Yes	
HQ/Computer Room	8 - 12	Same	Budke/ Guenther	20+	Computers	1 other person, 2h shifts	Snacks	
Second Business Meeting	8:30 - 10:50	Holidome main ballroom	Roger Hawks	All	Same Av as before	Troy Brin as delegate, Steve Nicholls	None	Same Seating
Lunch	11 - 1	Main ballroom	Laura Buller	all	Podium w/ mic	6 ticket takers	Yes	
Transportation for the Photo	10:30 - 11:40	Holidome - campus	Eric Dalton	All	Cellphones	Brian Budke	None	Use all the available vehicles
Group Photo	11 - 11:20	All rooms	Aaron Orsborn (Banner)	All	Camera person & banner	Brian Budke	None	Outside (inside if rain)
Refreshment Break	3 - 3:15	Holidome lounge	Holidome	300	None	None	Yes	
Committee & Engg Futures Meeting, Advisors Meeting	3:15 - 5:45	Places assigned by Roger Hawks	Roger Hawks	All students	Slide projectors, VCRs, overhead proj'tors, flip charts as needed	Steve Nicholls	None	
Advisors' Dinner	5:30 - 7:30	Main ballroom	Laura Buller	All	Head table podium w/ mic	6 ticket takers	Yes	Head table for 12
Chapter Ops Seminars	7:30 - 10:00	All rooms	Roger Hawks	All students		Steve Nicholls	None	
Refreshment Break	10:00	Holidome lounge	Holidome	200	None	Holidome	Yes	
Aggieville Transportation is the Same								

Saturday EVENT	TIME	PLACE	PERSON IN CHARGE	NUMBER OF ATTENDEES	AV REQUIREMENTS	PEOPLE ASSIGNED	FOOD	SPECIAL NOTES
Executive Council Breakfast	7:45 - 8:30	Holidome cafeteria	Laura Buller	150	None	None	Yes	Buffet breakfast
HQ/Computer Room	8 - 12	Same	Budke/ Guenther	20+	Computers	1 other person at all times, 2h shifts	Snacks	
Third Business Meeting	8:30 - 11:50	Holidome main ballroom	Roger Hawks	All	Lecturn @ head table, 3 floor mics, overhead projector	Troy Brin as delegate, Steve Nicholls	None	Classroom for 250, chairs for 150, head table for 4
Refreshment Break	10:30	Holidome lounge	Holidome	300	None	None	Yes	
Lunch	11 - 1	Main ballroom	Laura Buller	All	Podium w/ mic?	6 ticket takers	Yes	No head table, sack lunch?
Transportation to/from the Model Initiation	1 - 2:30	Holidome - campus	Eric Dalton	250	Cellphones, podium, initiation materials	4	None	
Model Initiation	1 - 2	Danforth Chapel	Initiation chair	250	Podium w/ mic, initiation materials	Committee members, 4	None	Elizabeth will probably take part in the initiation
Campus Tours	2 - 3	KSU	Anjie and Elizabeth	100	Cellphones	Tour guides, 1	None	
Recreation	3 - 4:30	KSU rec complex?	Anjie and Elizabeth	100	Cellphones	6 referees	None	
Initiation and Awards Banquet	6:30 - 9:30	Holidome main ballroom	Laura Buller	All	Podium w/ mic	6 ticket takers	Yes	Astronaut for the MC
Aggieville Transportation is the Same								